

## **Solicitation # SIN-650-13-R-0002 – PACKING AND UNPACKING SERVICES**

1. Question - Name of countries where this project will be operated?

Answer – As per Section 1, continuation to SF1449 - The Contractor shall provide packing/unpacking services to Library of Congress office, American Center, 24-Kasturba Gandhi Marg, New Delhi, India.

2. Question - Is any movement of supplies is required, if yes, what is the status of transportation, either will be provided by the Government Library of Congress or we need to arrange?

Answer - Packing supplies are provided at the site by the Library of Congress. However, these need to be moved within the building and adequate means such as hand-carts/trolleys will be provided by the Library of Congress.

3. Question - Is any specific qualification required for the personnel being deputed on the job?

Answer – As per Section 3, Personnel must be able to read and write English and numbers.

4. Question - Government may issue orders requiring performance at multiple locations? Name of that locations?

Answer – Current location is 4<sup>th</sup> and 5<sup>th</sup> Floor of the American Center, Connaught Place, New Delhi.

5. Question - Mailing address where boxes, packets need to be forwarded / couriered?

Answer - Mailing addresses will be provided (on mailing labels) by the Library of Congress to be affixed on packed boxes/packets. As per Attachment 3, Government Furnished Property - Government shall provide address labels to the contractor.

6. Question - Status of expenditure related to office maintenance cost? (Such as computer repair or printer cartridge) under Government furnished property clause.

Answer – As per Attachment 3, Government Furnished Property - The Contractor shall use all Government furnished property or items only in connection with performance under this contract. The Contractor is responsible for the proper care, maintenance and use of Government property in its possession or control from time of receipt until properly relieved of responsibility in accordance with the terms of the contract.

Negligent use of Government furnished property that results in damage or destruction is cause for repair or replacement at the Contractor's expense.

7. Question - The prices include all expenses and materials required to complete the work..... whereas at page 18 under Government Furnished Property indicated that following packing supplies will be made available by the Government. Please clarify the position.....?

Answer – As per Attachment 1, Performance work statement continuation - This solicitation/contract is for packing and unpacking services. The material listed in attachment 3 – Government furnished Property - shall be provided by USG, to complete the packing and unpacking services. This service being requested consists of unpacking, pre-packing preparations, packing, weighing, handling, discarding and storage of library materials prior to packing, and preparation of documentation related to shipping (including scanning bibliographic records for creation of packing lists). The contractor shall furnish all managerial, administrative, and direct labor personnel.

8. Question - All employees must pass a suitable investigation conducted by the Contractor, including recommendation(s) from their respective supervisor(s). ... What type of investigation required? Is Police Verification report is enough to meet the target?

Answer – The Embassy has our own security check procedures. No police verification report is required from the contractor. As per Attachment 7, Special contract Requirement - Contractor shall provide the names, biographic data for the security clearance on all contractor personnel who shall be used on this contract.

9. Question - The Contractor shall obtain all permits, licenses, and appointments required for the prosecution of work? ..... What type permit is required? –

Answer - As per Section 3, a copy of corporate registration, VAT registration, service tax and Company Identification Number (CIN), and any other valid documents which provide a proof of company registration, or tax clearance / tax return submission receipt for the last fiscal year.

10. Question - Payment terms and conditions from the Government side to the contractor?

Answer - As per Section 1, continuation to SF1449, *INVOICES AND PAYMENT* - Individual invoices shall be submitted for each order, accompanied by the task order. Invoices shall be submitted in an original to FMO and one (1) copy to the Contracting' Officer's Representative (COR of Library of Congress) at address as mentioned under invoices and payment, no later than the 5<sup>th</sup> of each month. The Contractor shall bill no more frequently than monthly. Statistics of actual work done each month must accompany each invoice: